



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

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Name of Individual Certifying this Document/Proposed Document

ADMINISTRATOR, DIVISION OF COMMUNITY CORRECTIONS

Title


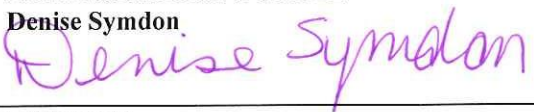
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Signature

6/25/19

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Community Corrections DOC-1356 (Rev.) Administrative Directive #15-12 Replaces #11-04</p>	EFFECTIVE DATE 03/01/2015	PAGE NUMBER 1 of 4
	MANUAL REFERENCE ECRM	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
	ORIGINATED BY ADMINISTRATOR'S OFFICE Denise Symdon 	
DISSEMINATION <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post	
SUBJECT: Homeless Sex Offender Registrants		

Policy Statement:

It is the intent of the Division of Community Corrections and the Sex Offender Registry Program to monitor and track the location of sex offender registrants, and to provide information about the whereabouts to victims, law enforcement and the general public. The purpose of this Administrative Directive (AD) is to define residence and outline a procedure for sex offender registrants who are homeless so as to provide the most information possible to victims, law enforcement and the public.

Reference:

Wisconsin State Statute 301.45

Definitions, Acronyms and Forms:

Registrant - A person required to register as noted in Sec. 301.45(1g) Wis. Stats.

Active Supervision - A person currently on probation, parole, supervised release or extended supervision with the Wisconsin Department of Corrections and currently living in Wisconsin.

Terminated from Supervision - A person who is not supervised by the Wisconsin Department of Corrections for probation, parole or extended supervision. This includes the registrants who have reached maximum discharge from prison and registrants who discharge from Chapter 980.

GPS – Active Global Position Satellite tracking of the offender

Residence – Each dwelling or location where a sex offender habitually lives, resides or sleeps regardless of whether the sex offender declares or characterizes such place as his residence. Residence may include shelter, group home, treatment center, county jail, federal or other state's prisons

Homeless Registrant - A registrant that does not habitually live, reside or sleep in a fixed dwelling or location.

SOR - Sex Offender Registry

SORT - Sex Offender Registry Tool, a database used for Sex Offender Registration

Procedure:

Active Supervision Registrants:

Every effort must be made through existing temporary living placement contracts, regional Purchase of Goods and Service funds, or other community partnerships to assist sex offender registrants in establishing a residence if the registrant is unable to propose suitable housing. A Sex Offender Residence Assessment (DOC-2110) shall be completed prior to approving a residence for a registrant. Should efforts fail and registrants are homeless, registrants will be placed on discretionary GPS and cooperate with the following:

1. Registrants must inform their Probation and Parole Agent of their homeless status.
2. Registrants, while in homeless status, must stay in the county of supervision, with the exception of employment, offense related programming, or for supervision activities pre-approved by their Probation and Parole Agent.
3. Agents shall utilize supervision strategies to accommodate the offender's increased requirement to report his/her whereabouts and activities.
4. The registrant must be placed on discretionary GPS within five working days of becoming homeless.
5. The Agent shall update the COMPAS to reflect "HOMELESS."
6. The Agent shall request the sex offender registrant to provide an emergency contact person and telephone contact number for the purposes of contacting the registrant.
7. The Agent shall complete the DOC-2705, Sex Offender Registry Update, and email to bopadmin@wisconsin.gov with the subject line of SOR Update within one business day of reported changes.
8. The Agent shall explain the following procedures to the registrant. This notification shall be documented in COMPAS.
9. While homeless, unless meeting with the agent on a weekly basis, the sex offender registrant must call and speak with the agent once every seven days, on a weekday, to report "HOMELESS" status and the location(s) in the city where he/she has been frequenting and sleeping for the previous seven days and plans for the next seven days.
10. The registrant must report the addresses or nearest locations where he/she has frequented and slept, and his/her anticipated residence plan for the upcoming week. The registrant must also update any other required registry data changes.
11. Agents must review GPS points information, at a minimum, once every week to verify information provided by the registrant and document the review in COMPAS.
12. Once a registrant has secured approved housing, discretionary GPS tracking should be reviewed and determination made if GPS is to be continued.

Active Registrants with Special Bulletin Notice Prior to Release From Prison:

Registrants who meet the statutory requirement of a Special Bulletin Notice must provide a specific, verifiable address prior to release from confinement. Every effort must be made through existing temporary living placement contracts, regional Purchase of Offender Goods and Service funds, or other community partnerships to assist registrants in establishing a residence if the registrant is unable to propose suitable housing. The proposed residence is subject to the department's approval. DCC staff shall complete the Sex Offender Residence Assessment form

DOC 2110 and consider the information obtained prior to approving a registrant's residence. In addition, DCC staff shall consider if law enforcement has had the opportunity to notify the community. In the event a registrant with a Special Bulletin Notice lacks an approved residence after release:

1. The Department shall release the registrant from confinement as required by law whether or not an approved residence has been found.
2. When it is known the registrant may not obtain a suitable residence after release, DOC staff shall meet with law enforcement specified in the Special Bulletin Notification, prior to the registrant's release from prison. The purpose of this meeting would be to coordinate the release and if applicable, discuss supervision.
3. The registrant shall comply with Lifetime GPS tracking if required by Wisconsin Statute 301.48. If GPS tracking is not statutorily required, the registrant shall be placed on discretionary GPS tracking on the day of his/her release from prison.
4. The Agent shall update the COMPAS to reflect "HOMELESS."
5. The Agent shall check the Sex Offender Registry database and confirm the address listed in SORT is "HOMELESS" and if not, the Agent shall complete the DOC-2705, Sex Offender Registry Update, and email to bopadmin@wisconsin.gov with the subject line of SOR Update within one business day.
6. Agents shall utilize supervision strategies to accommodate the offender's increased requirement to report his/her whereabouts and activities.
7. The Agent shall request the registrant to provide an emergency contact person and telephone contact number for the purposes of contacting the registrant.
8. The Agent shall explain the following procedures to the registrant. This notification shall be documented in COMPAS.
9. While homeless, unless meeting with the agent on a weekly basis, the registrant must call and speak with the agent every seven calendar days, on a weekday, to report "HOMELESS" status and the location(s) in the city and state where he/she has been frequenting and sleeping for the previous seven days and plans for the next seven days.
10. The registrant must report the addresses or nearest locations where he/she has frequented and slept, and their anticipated residence plan for the upcoming week. The registrant must also update any other required registry data changes.
11. Agents must review GPS points information at a minimum once every week to verify information provided by the registrant and document the review in COMPAS.
12. Once a registrant has secured approved housing, discretionary GPS tracking should be reviewed and determination made if GPS is to be continued.

Terminated Registrants:

Sex offender registrants who have discharged from supervision, including registrants with Special Bulletin Notices who are or have reached a maximum discharge date, are not required to obtain placement approval from the department prior to establishing a residence or moving to a new residence. If the registrant is unable to secure permanent residence, the registrant must cooperate with the following:

1. Inform the Sex Offender Registry within 10 days of the change in residence or residence status.

2. The SOR shall update the SORT residence screen to reflect "HOMELESS."
3. A SOR staff member or SOR Specialist shall explain the following procedures (4 through 7 below) to the registrant. This notification shall be documented in the registrant contact history in SORT.
4. While homeless, the sex offender registrant must call and speak with a staff member of the SOR or designated SOR Specialist every seven days, on a weekday, to report "HOMELESS" status and the location(s) in the city and state where he/she has been frequenting and sleeping for the previous seven days and plans for the next seven days along with all other required registry data.
5. The registrant must report the addresses or nearest locations where he/she has frequented and slept, and his/her anticipated residence plan for the upcoming week. The registrant must also update any other required registry data changes.
6. The SOR staff and/or SOR Specialist shall request the sex offender registrant to provide an emergency contact person and telephone contact number for the purposes of contacting the registrant.
7. The SOR staff member or SOR Specialist will enter the information into SORT contact history.

Failure to Adhere to Policy:

Active supervision registrants shall be subject to appropriate sanctions up to and including custody and initiation of revocation.

Terminated sex offender registrants who fail to adhere to policy set herein will be considered non-compliant with the Sex Offender Registry and be subject to non-compliance prosecution.

Distribution List (Other than Noted Dissemination):

Agent Basic Training Director
Office of Diversity and Employee Services Director
DCC MyDOC Liaison